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Chief, Management Staff

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Chief, O&M Staff (DD/S Area)

Work Report for Period 18 October 1956 Through 24 October 1956

1. Accomplishment

a. MS 6-57, OS, Reorganization of the Investigation Branch SSD/IOS. (MS 987)

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b. MS 6-19, Comments by Director of Training on "Study of OTR Clerical Training Program" together with MS project staff study forwarded to DD/S.

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c. Staff paper on maintenance of Management Publications prepared and submitted to Chief, Management Staff.

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d. Arranged for presentation of film strips on "Integrated Data Processing" viewed by 12 members of the staff.

2. Assignments (Active)

Target Date

a. MS 5-1E, OC, Study of Technical Accounting Staff.

1 November 1956

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b. MS 5-38, T/O System Analysis, Manpower Control.

1 December 1956

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c. MS 6-14, Study of Agency Overtime Practices.

15 November 1956

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d. MS 6-28, OS, Follow-up on MS Administrative Survey of Correspondence and Records Branch.

15 November 1956

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e. MS 6-47, OC, Study of Use of UV Funds to Pay Agency Employees.

1 November 1956

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f. MS 6-47, OC, Study of Use of UV Funds to Pay Agency Employees, other Components.

15 January 1957

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g. MS 6-48, OS, Reorganization of Support Branch, SSD.

30 November 1956

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h. MS 6-49, OTR, Study of OTR Language and Area Instruction. (RY MS 883)

1 November 1956

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i. MS 6-51, OTR, Follow-up on MS Study of Feasibility of Transferring OTR Library to OCR and Establishment of a new library.

15 November 1956

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j. MS 6-58, OC, Review of Work Measurement System - Finance. [REDACTED] 1 November 1956

k. MS 1032, Audit Staff, Establishment of a Field Audit Unit in [REDACTED] and Transfer of Area Position. [REDACTED] 1 November 1956

3. Assignments (Inactive)

a. MS 5-1, OC, Study of the Comptroller Organization. [REDACTED] 1 January 1957

b. MS 5-1D, OC, Study of the Budget Division. [REDACTED] 15 December 1956

c. MS 5-1F, OC, Study of Program Analysis Staff. [REDACTED] 2 November 1956

4. Training

a. 5 Hours - Reading Improvement Course. [REDACTED] 25X1A9a

b. 8 Hours - National Business Machines Show, New York. [REDACTED] 25X1A9a

c. [REDACTED] is attending the Systems & Procedures Seminar in Philadelphia. Total hours will be reported next week.

[REDACTED] 25X1A9a

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